



## **Work Related Injury Reporting Procedure**

1. An employee should report all injuries to his/her supervisor, manager, etc., as soon as possible.
2. The employee should give as much information regarding the circumstances of the injury. The report may be made verbally or in writing by the employee. The employer will then notify the State Workers Insurance Fund.
3. If medical assistance is needed the employee should choose and contact a physician.
4. If the injury is an emergency, the injured employee should seek immediate medical attention.
5. The employee should make note of the exact time and date of the injury.
6. If there were witnesses to the injury, the employee should get names and addresses of the witness.

*\*\*Remember, gathering complete and accurate information is the first step towards a fair and fast resolution to any claim.*